

2019 Year End Important Dates

Deadline Dates	Activity
June 7, 2019	BY2020 State Level Budgets must be entered in MAGIC.
June 14, 2019	Portal table changes must be submitted to OFM.
June 13, 2019	SPAHRS crosswalk updates for BY2020 submitted to OFM.
June 20, 2019	Delete unused asset shells.
June 24, 2019	Approvals on ALL FY 2019 parked documents.
June 24, 2019	Submit cash move form to OFM for establishing BY2020 cash.
June 28 – July 1, 2019	No RFX openings or closing should occur between these dates.
June 28, 2019	MAGIC and SPAHRS will come down at 12:00 p.m.
	Purchase orders must be approved by agency by 12:00 p.m.
	POs should be issued for contracts with an end date of June 30 th .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
	Return agency contact information form to OFM.
July 22, 2019	Submit final reimbursement for BY2019 petty cash.
July 17, 2019	Settle BY2019 travel advances.
August 15, 2019	Approve BY2019 JE documents requiring DFA approval.
August 16, 2019	Submit BY2019 waiver letter request to OFM.
August 26, 2019	Approve BY2019 payment documents.
August 31, 2019	The end of the BY2019 Lapse period.